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SECURITY INFORMATION

December 28, 1951

MEMORANDUM FOR: ADD/A (General)

FROM : Director of Training

SUBJECT : Training Office Survey

REFERENCE : Memorandum dated 7 December 1951 from Special Assistant to the DD/A, subject as above

1. Pursuant to your request of 17 December on the buckslip attached to the reference, the following comments are offered:

a. With respect to the training courses conducted by Offices under the DD/A, the information furnished appears to be adequate to serve the initial purposes of this Office. It may be that in tabulating the results, more detail may be required which can be obtained subsequently by normal staff liaison.

b. With respect to the comments on the proposed professional administrative officer program, this Office cannot agree that present administrative support is as adequate in all respects as it should be. One of the difficulties which has been brought to our attention is that the operational planning of the Agency inevitably is limited by administrative support up and down the line. This is particularly true of the administrative support to field operations where the greatest deficiency lies in the inadequacies of the background of administrative personnel at various echelons in covert operations. In addition to the foregoing, this Office shares the view expressed by Management regarding the Agency-wide administrative support problem.

SIGNED

MATTHEW BAIRD

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